



Official Minutes of the Development Review Board Meeting  
of the City of Cottonwood  
Held, December 18, 2008 at 2:00 PM at the  
Community Development Conference Room  
821 N. Main Street - Cottonwood, Arizona

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### **Call to Order**

Chairperson Backus called the meeting to order at 2:13 p.m.

### **Roll Call**

Chairperson Backus	Present	Member Knowles	Absent
Vice Chairperson Anderson	Present	Member Wasden	Absent
Member Bartmus	Absent	Member Lovett*	Present
Member Cox	Present	*(P&Z Commiss. Rep)	

### Staff Present:

George Gehlert, Community Development Director  
Carol Hulse, Planning Technician  
Morgan Scott, City Engineer

### Public Present:

Jeff Guyette

### **APPROVAL OF MINUTES—REGULAR MEETING OF OCTOBER 23, 2008**

**Motion:** *To approve the October 23, 2008 minutes as presented.*  
**Moved by:** *Anderson*  
**Second:** *Cox*  
**Vote:** *Motion carried unanimously.*

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

**FSP 08-019** Consideration of final site plan approval for a seven dispenser fueling station with a 43' x 126' fueling canopy and an 8' x 22' kiosk located in front of the Fry's Marketplace Store located at 1100 S. Hwy 260. APN 406-04-057V. Applicant: Fry's Food Stores of Arizona / Jeff Guyette. Agent: Tait and Associates / Elizabeth Ohep.

Director Gehlert presented the proposal, staff recommendations, and staff concerns to the Board. He said that the Planning and Zoning Commission approved the site Monday night. He noted that the Commission had discussed the following.

- Circulation of traffic
- Use of the bridge between Home Depot and the subject site
- Possible traffic stacking to the south on SR 260

- Probable installation of a pork chop barrier
- Separation of pedestrians and vehicles
- Placement of a CAT bus stop shelter in the parking lot
- Placement of a CAT bus stop shelter by the proposed new Chamber of Commerce building.

Gehlert also noted staff concerns with the following.

- Landscaping and barrier issues
- Canopy lighting issue – the site is at a higher elevation than SR 260 and lighting could spill into the roadway.

Chairperson Backus asked if all the other issues were taken care of and Director Gehlert said they were. Referencing parking requirements, Gehlert said the recent parking code amendment (that reduced parking requirements for shopping centers) made this (proposal) possible.

Chairperson Backus inquired about the location of mechanicals, about increased landscaping, and about signage. The representative for Fry's Food Stores, Jeff Guyette, provided the following information.

- There would be mechanical units on the kiosk but they would be screened
- They are adding three landscape islands
- There would be a spot light that would shine on the pumps for security
- Canopy lighting would be flush mounted with no bleed off.

Backus said that if they met the dark sky ordinance and no lighting shines out into the roadway, the lighting should be ok.

The Board, Mr. Guyette, and Morgan Scott (City Engineer representing Shirley Scott, the manager of CAT) held a lengthy discussion about the bus stop in the parking lot.

Mr. Guyette explained the following.

- Fry's installed benches inside and outside the store so bus riders would have a place to wait out of the weather
- CAT had been driving along in front of the shops and stopping where needed
- Fry's had room to install a pull-out lane next to their building for busses to load and unload passengers out of the traffic lane
- The \$7,000 CAT was asking Fry's to contribute towards the bus shelter was not the issue
- Where CAT proposed the shelter was on a pad that is not on Fry's property. That would require a legal easement and an ALTA survey, which would be very costly. Also, the owner of the pad is marketing it as a potential restaurant site.

Mr. Scott explained that CAT is changing from a "taxi" style service to fixed routes. He also said that Ms. Scott reported that about 90% of the CAT bus accidents occurred at storefronts.

All four attending Board members expressed the following opinions.

- A bus stop in the middle of a parking lot would probably create safety issues
- The stop at Fry's seemed to be a better situation than in the middle of the parking lot
- The decision was not within their expertise and Fry's and the other tenants should work with CAT to find the best solution for both.

After additional discussion about landscaping, the Board reached consensus that, although the landscaping in the site plan was somewhat short (of code requirements), they were adding landscaping and it was adequate.

Points addressed were:

- Some planters would be nice
- Trash would be emptied several times a day – there would be no dumpsters at the fueling station
- Colors match the rest of the center
- The “FRY’S” on the corners of the canopy would be illuminated
- All signage would require a separate permit.

The Board also expressed concern about the following:

- **Pedestrian Routes:** (Dependent on the outcome of negotiations with CAT) Vehicle traffic through the parking lot passes immediately adjacent to the proposed fueling station. With a possible new or relocated bus station, there is a need to provide a pedestrian pathway from the station to the shopping center.
- **Lighting:** The station canopy is located adjacent to SR 260 and is significantly above the grade of the road. This may cause the lights under the canopy to shine onto the highway. Screening should be developed to prevent any spillage onto the highway.

**Motion:** *To accept PCU 08-019 as presented*

**Moved by:** *Anderson*

**Second:** *Cox*

**Vote:** *Motion carried unanimously.*

### **Discussion and possible action regarding a proposed mural on the Zoomer’s Bike and Gear Shop building located at 743 N. Main Street.**

Director Gehlert introduced the proposal and requested Board members’ input. After viewing the proposed mural and discussing it, the Board unanimously recommended that staff deny a permit for it due to its depicted location on Main Street (which would be highly visible and could be distracting to traffic) and the specificity of the subject matter that could qualify it as a sign.

### **Board Discussion**

#### **▪ General**

Director Gehlert mentioned there were openings on the Planning and Zoning Commission and Council was looking for candidates. The Board discussed the possibility of combining the Development Review Board (DRB) and the Planning and Zoning Commission (P&Z). Some points of the discussion were:

- Sedona has a combined DRB and P&Z
- The P&Z discusses design elements to some extent anyway
- The DRB knows what the city is looking for
- It would not be a big step

- If some DRB members were appointed to P&Z seats they would need P&Z training
- It would be a benefit to developers and staff with less time, paperwork, and costs involved.

The Board reached consensus that combining the Development Review Board and the Planning and Zoning Commission could work.

▪ **Reports and Updates**

Director Gehlert announced a Board training session to be held March 5, 2009.

**Adjournment**

Chairperson Backus adjourned the meeting at 3:21 p.m.

*Minutes prepared by Carol Hulse, Planning Technician*

*Date Approved*      February 26, 2009